



## GENERAL NOTES

March 2013

1. The Applicant is the entity for which the City of Rockville Department of Public Works (DPW) has issued a permit. For DPW projects where a permit is not applicable, the entity for which the City contract is issued shall be considered the Applicant in these notes. The Applicant is responsible for all contractors, agents, subcontractors or other entities completing work under this permit and/or approved plan.
2. The Applicant must arrange a pre-construction meeting prior to commencing any work. Provide at least 48 hours of notice to the following: City Project Inspector listed in the permit, City Forestry Inspector at 240-314-8713, if required by either a DPW and/or Forestry permit, and DPW Sediment Control Inspector at 240-314-8879, if required by permit.
3. The Applicant must contact the following entities at least 48 hours prior to any excavation: City Department of Public Works Transportation Division at 240-314-8500 (traffic signal locates, red light cameras and speed cameras), City Utilities Section at 240-314-8567 (City water, sewer and storm drain locates) and Miss Utility at 1-800-257-7777 or other Miss Utility approved methods (WSSC, Pepco, Washington Gas, Verizon, Comcast, etc. locates).
4. Information concerning existing underground utilities was obtained from available records. The Contractor must determine the exact location and elevation of existing utilities by digging test pits at the utility crossings well in advance of trenching. If clearance is less than shown on this plan, contact the Professional Engineer who stamped the design plans before proceeding with construction.
5. Maintain a minimum one-foot vertical clearance between all City utilities crossing any other utility. Unless otherwise noted, maintain a five-foot horizontal clearance with between a City utility with any other utility or structure. The only exception is that there shall be a ten-foot horizontal clearance between City water and sewer mains.
6. At the end of each day, all trenches shall be backfilled, all equipment secured and the area left in a safe condition. Steel plates are allowed to remain no longer than seven days. Plates are to be notched (recessed) and pinned to the roadway. Plates must be large enough to allow a minimum of one-foot bearing on all four sides of the pavement surrounding the excavation. The steel plate requirements only apply to public streets.
7. The public road utility patch shall be in accordance with City Standard Detail #60, or as shown on the plans. All trenches in public streets shall be filled with compacted Graded Aggregate Base (GAB) from below the pavement to the top of the pipe embedment zone or to a depth of five-feet, whichever is less.

8. DPW normal working hours are Monday through Friday, except holidays, from 7 a.m. to 5 p.m. The City observes the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Thanksgiving Friday and Christmas Day, and all days of general and congressional elections throughout the State. The Contractor will not be permitted to close lanes or do any work that requires the services of the City forces, outside of the normal working hours, unless listed in the permit or authorized by DPW in writing. However, the Contractor, with verbal permission of DPW may be permitted to work outside of the normal work hours for clean-up activities or other such items that do not adversely impact traffic, residents or City services.
9. Traffic must be maintained on all roadways within the construction area as directed by DPW. No lane closure shall be permitted between 7:00-9:00 A.M. or 3:30-6:00 P.M. Monday through Friday. An exception is that lane closures are permitted on secondary residential streets at any time during normal working hours. Deployment and design of all traffic control devices shall be in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). If required, traffic control plans shall be reviewed and approved by the Chief of the Traffic and Transportation Division. DPW may suspend lane closure or other traffic controls at any time during, or in advance of, inclement weather events.
10. Sheet piling and shoring is the total responsibility of the Applicant. A Professional Engineer licensed in the State of Maryland shall seal these drawings. Provide three copies to DPW for informational purposes only.
11. In addition to all City permits, the Applicant is responsible to ensure that all necessary Federal, State and/or Montgomery County approvals and/or permits have been obtained in association with this approved plan.
12. Shop drawings must be prepared and sealed by a Professional Engineer licensed in the State of Maryland prior to fabrication. The Professional Engineer who sealed the design plans (but not the shop drawings) must approve the shop drawings for conformance to the approved design. Provide three copies of approved shop drawings to DPW prior to construction. Standard pre-cast structures previously approved by the Maryland State Highway Administration, Montgomery County and Washington Suburban Sanitation Commission do not require a shop drawing submission. Use actual field soils data for design of pipes and structures. All pipes and structures in paved areas shall be designed for HS-20 vehicle loading.
13. Upon completion of construction, the Applicant shall provide three sets of red lined As-Built prints (24" x 36") for review and approval by DPW. The drawings must contain the original approval signatures and Professional Engineer's seal and signature (a scanned image of the original mylar is acceptable). The As-Built shall be sealed by a Professional Engineer or Professional Surveyor, as appropriate and must be licensed by the State of Maryland. The seal shall note that it is only for the As-Built and shall include an as-built certification acceptable to DPW. Upon receipt of written approval, the Applicant shall provide approved As-Built mylar drawings along with the original mylars (with all original signatures) to DPW prior to the release of the permit.
14. The Applicant must comply with the Montgomery County Noise Control Ordinance. Please refer to the Montgomery County Department of Environmental Protection at 240-777-7770, [askdep@montgomerycountymd.gov](mailto:askdep@montgomerycountymd.gov), or [www.montgomerycountymd.gov/DEP](http://www.montgomerycountymd.gov/DEP).